**Confirmation of Key Competences** **and Skills Gained by Volunteers**

*(Please copy this sheet on your business paper and delete instructions highlighted in yellow after finalising this sheet)*

**Volunteer**

**Confirming Organisation**

Name

Address

Date of birth

Telephone

E-Mail

Name

Address

Department / project

Contact person

Telephone

E-Mail

**Activities, tasks and responsibilities of the volunteer**

Area of activities

Description of work (preferably up to 10 lines)

**Duration:** from … until …

**Frequency:** hours per day, days per week, …

**Total working time:** hours, days, weeks, months, years

**Key competences gained in the volunteer work** (Please identify or delete respective competences)

↗ Problem solving

↗ Information and communication technology

↗ Digital skills

↗ Motivation and dedication

↗ Ability to motivate others

↗ Accuracy

↗ Reliability

↗ Entrepreneurial thinking

↗ Time management

↗ Ability to express effectively

↗ Ability to attentively listening

↗ Creativity and innovation

↗ Critical thinking

↗ Analytical thinking

↗ Conflict management

↗ Communication in the mother tongue

↗ Communication in a foreign language *(please identify which languages were used during the volunteer work)*

↗ Mathematical literacy

↗ Handcraft skills *(please identify which skills were used during the volunteer work)*

↗ Intercultural skills *(please identify which skills were used during the volunteer work)*

↗ Read and understand instructions

↗ Ability to make decisions

↗ Take responsibility

↗ Adaptability and flexibility

↗ Team work

↗ Leadership

↗ Empathy

↗ Willingness to learn

↗ Ability to handle and process information

↗ Presentation Skills

↗ Ability to work independently

↗ Planning and organization of work

↗ Active approach / take initiative

↗ Working under pressure

↗ Efficiency

↗ Competencies to meet clients’ needs/ Service skills

↗ Include more if applicable

Additional remarks

*(Please bear in mind that there is a "language of certificates": Standard formulations can contain encrypted messages between the lines. Other information is hidden behind seemingly neutral or positive statements in a testimony. Therefore, be careful with formulations. Relevant publications or Internet pages provide assistance in this regard.)*

Place and date of issue

Signature and stamp

The volunteer together with a representative of the organisation provided this proof.